

HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY



MEETING MINUTES OF THE BOARD OF COMMISSIONERS

Thursday, February 16, 2017
10:45 am

Hillsvew Apartments (Community Room)
830 Township St, Sedro-Woolley, WA 98284

Agenda

- | | | |
|-------|---|---|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Approval of Minutes | 1 |
| | A. December 15, 2016 Board of Commissioners' Meeting Minutes | |
| IV. | Consent Items | |
| | A. Approval of Voucher Report December 1, 2016 to January 2017 | 2 |
| | B. Resolution No. 455: Authorize the Housing Authority of the City of Sedro-Woolley to enter into an Interlocal Agreement with the Housing Authority of County of King for Consulting Services in connection with an Energy Performance Contract | 3 |
| V. | Resolution for Discussion & Approval | |
| | A. Resolution No. 456: Authorize changes to the Sedro-Woolley Housing Authority's Admissions and Continued Occupancy Policy | 4 |
| VI. | Financial Reports | |
| | A. Financial Report for December 2016 | 5 |
| X. | Housing Management Report | |
| | A. Housing Management Report for December 2016 & January 2017 | 6 |
| XI. | Construction Update | |
| XII. | New Business | |
| XIII. | Adjournment | |

T
A
B

N
U
M
B
E
R

HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY
BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, December 15, 2016

I. Call to Order

The meeting of the Board of Commissioners of the Sedro-Woolley Housing Authority was called to order by Chair Laurie Fellers at 10:46 a.m. on Thursday, December 15, 2016 in the Community Room of the Hillsvue Apartments, located at 830 Township Street, Sedro-Woolley, WA 98284.

II. Roll Call

Present: Commissioner Laurie Fellers (Chair), Commissioner Reta Stephenson (Vice-Chair), Commissioner Lee Elliot, and Commissioner Kacy Johnson

Absent: Commissioner KB Johnson

III. Approval of Minutes

A. October 20, 2016 Board of Commissioners' Meeting Minutes

Commissioner Kacy Johnson moved for approval of the minutes, seconded by Commissioner Reta Stephenson. The motion to approve the minutes unanimously passed.

IV. Consent Items

A. Approval of Voucher Report October 1 to November 30, 2016

B. Approval of the 2017 Board Meeting Schedule

All questions raised by Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of the consent agenda items, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

V. Resolution for Discussion & Approval

A. Resolution No. 453: Acceptance of State Auditors' Office Financial Statement Report for the period January 1, 2015 through December 31, 2015

Jeff Friend, Financial Reporting Manager, provided an update on the Audit conducted for CY 2015 and mentioned it was a clean audit - no findings. Mr. Friend announced that the State Auditor also conducts an Accountability Audit every other year and staff has not received the outcome of that report as of this date. Mr. Friend mentioned that the Auditors' office might recommend SWHA and KCHA update its management contract.

Mr. Friend also briefed the Board on the 2016 Financial Data Schedule document which was reviewed and approved by HUD.

All questions raised by Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of Resolution No. 453, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

B. Resolution No. 454: 2017 Comprehensive Operating and Capital Budget

Mr. Friend also provided an overview of the 2017 Operating and Capital Budget and discussed Operating Revenues and Expenses. Mr. Friend explained the Cost of Living Adjustment and Personnel cost changes in terms of health insurance and the Public Employees Retirement System for the King County Housing Authority.

Mr. Friend presented information on Working Capital and Unit upgrades as well as future maintenance plans.

All questions raised by Commissioners were addressed by staff.

Commissioner Reta Stephenson moved for approval of Resolution No. 454, seconded by Commissioner Kacy Johnson and the motion unanimously passed.

VI. Financial Reports

A. Financial Report for October 2016

Jeff Friend, Financial Reporting Manager, briefed the board on the Financial Reports as was contained in the meeting packets.

All questions raised by Commissioners were addressed by staff.

VII. Housing Management Report

A. Housing Management Report for October 2016 & November 2016

Kimberly Sayavong, Property Manager, briefed the Board of Commissioners on the Housing Report for October and November 2016 as was contained in the meeting packets.

Commissioners and staff also discussed tenant issues.

IX. Construction Update

None.

XI. New Business

Bill Cook, Director of Public Housing, announced there will be a Public Hearing on Flat Rents, prior to the start of the next Board meeting.

XII. Adjournment

There being no further business before the Board of Commissioners, the meeting was adjourned at 11:33 a.m.

THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY

LAURIE FELLERS, Chair
Board of Commissioners

STEPHEN J. NORMAN
Executive Director

DRAFT FOR APPROVAL

T
A
B

N
U
M
B
E
R

2



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners
FROM: Linda Riley, Controller
DATE: February 9, 2017
RE: Approval of Vouchers December 1, 2016 to January 31, 2017

I, Linda Riley, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the expenditures represented by the summary listed below were just obligations of the Sedro-Woolley Housing Authority, and that I am authorized to authenticate and certify said claims.



Linda Riley
Controller
February 9, 2017

Expenditures to Sedro-Woolley

Operations

Directly to Cedar Grove	14,973.14
Directly to Hillsvew	102,671.41
Total Expenditures	<u><u>\$117,664.55</u></u>

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report
12/01/2016 TO 1/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
CEDAR GROVE						
411101	Computer Equip-Software	6.22	SOFTWAREONE INC	COMPUTER SUPPLIES	12/30/2016	307316
411101	Computer Equip-Software	8.06	HYLAND SOFTWARE, INC	REPORTING DASHBOARDS	12/9/2016	306881
411102	Computer Equip-Hardware Maint	1.75	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/2/2016	306681
411103	Computer Equip-Software Maint	1.88	HYLAND SOFTWARE, INC	REPORTING DASHBOARDS	12/9/2016	306881
411103	Computer Equip-Software Maint	9.53	HYLAND SOFTWARE, INC	MAINT 2/1/17-1/31/18	1/13/2017	307547
411200	Equip-Maint	0.05	KONICA MINOLTA BUS	LEASE	1/13/2017	307495
411901	Equip-Other-Leased/Rented	0.85	NEOPOST USA INC	LEASE	12/16/2016	307022
420101	Professional Services-Auditing	186.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15	12/30/2016	307221
420903	Professional Services-Web Services	750.00	LIONHEART UNION LLC	WEBSITE DESIGN	12/30/2016	307303
420908	Professional Services-Computers	1.72	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2016	306946
420908	Professional Services-Computers	0.17	HYLAND SOFTWARE, INC	DATABASE SVCS	12/9/2016	306881
421904	Admin Contracts- Cloud Recovery Services	3.38	NET2VAULT LLC	MANAGED VAULTING	1/13/2017	307577
421904	Admin Contracts- Cloud Recovery Services	3.61	NET2VAULT LLC	MANAGED VAULTING	12/9/2016	306901
440100	Travel-Non-training Related-Local-Mileage	35.93	KIMBERLY SAYAVONG	11/16-12/29/16 MILEAGE	1/13/2017	307555
440100	Travel-Non-training Related-Local-Mileage	0.41	MARSHA PREMEL	11/3-28/16 MILEAGE	12/9/2016	306887
440100	Travel-Non-training Related-Local-Mileage	0.16	VANESSA OWEN	9/14-12/22/16 MILEAGE	1/13/2017	307559
440100	Travel-Non-training Related-Local-Mileage	47.52	JEFF SEVERSON	5/6-11/25/16 MILEAGE	1/20/2017	307689
450002	Comms-Phones Lines-Service-Digital Voice	0.09	911 ETC INC	MONTHLY CHARGE	12/9/2016	306838
450002	Comms-Phones Lines-Service-Digital Voice	0.09	911 ETC INC	MONTHLY CHARGE	1/13/2017	307499
452000	Comms-Advertising	54.40	SKAGIT VALLEY PUBLISHING	SEDRO HOUSING	1/27/2017	307736
491000	Admin Exp-Criminal/Background Checks	5.11	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/20/2017	307634
491000	Admin Exp-Criminal/Background Checks	7.56	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/2/2016	306683
491000	Admin Exp-Criminal/Background Checks	9.96	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/6/2017	307357
491000	Admin Exp-Criminal/Background Checks	9.34	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/9/2016	306833
493000	Other Admin Exp-Postage	5.02	HASLER TOTAL FUNDS	POSTAGE	12/16/2016	306993
493000	Other Admin Exp-Postage	5.05	HASLER TOTAL FUNDS	POSTAGE	1/13/2017	307520
493000	Other Admin Exp-Postage	9.37	MAIL ADVERTISING BUREAU INC	DEC 2016 STATEMENTS	1/13/2017	307456
493000	Other Admin Exp-Postage	9.41	MAIL ADVERTISING BUREAU INC	NOVEMBER 2016 STATEMENTS	12/16/2016	306936
493100	Other Admin Exp-Mail Handling	2.88	MAIL ADVERTISING BUREAU INC	DEC 2016 STATEMENTS	1/13/2017	307456
493100	Other Admin Exp-Mail Handling	6.67	MAIL ADVERTISING BUREAU INC	NOVEMBER 2016 STATEMENTS	12/16/2016	306936
495000	Other Admin Exp-General Liability Insurance	4.46	CRITICAL INFORMATICS INC	FOCUSED SECURITY ASSESSMENT	1/6/2017	307446
520104	Social Service Contracts-Interpretation	0.08	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/27/2017	307737
520104	Social Service Contracts-Interpretation	2.80	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/2/2016	306675
520104	Social Service Contracts-Interpretation	1.15	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/22/2016	307090
520104	Social Service Contracts-Interpretation	0.19	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/9/2016	306813
620013	Occup Exp-Maint Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	NOV 2016 LANDSCAPE MAINT SVC	12/16/2016	307013
620013	Occup Exp-Maint Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	DEC 2016 LANDSCAPE MAINT	1/13/2017	307546
620013	Occup Exp-Maint Yard/Garden/Landscaping	708.77	SOUND LANDSCAPE SERVICES	OCT 2016 LANDSCAPE	12/2/2016	306749
660000	Occup Exp-Utilities-Water	86.49	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665

SEDRO-WOOLLEY HOUSING AUTHORITY

Accounts Payable Report

12/01/2016 TO 1/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660000	Occup Exp-Utilities-Water	122.43	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	117.94	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	191.29	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	64.90	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	81.99	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	123.35	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	90.97	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	135.91	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	67.29	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	91.65	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	99.97	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	100.71	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	73.54	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	105.24	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	114.30	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	56.26	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	146.00	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	91.65	PUBLIC UTILITY DISTRICT #1	W	1/27/2017	307813
660000	Occup Exp-Utilities-Water	95.47	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660000	Occup Exp-Utilities-Water	75.88	PUBLIC UTILITY DISTRICT #1	W	12/9/2016	306866
660000	Occup Exp-Utilities-Water	75.88	PUBLIC UTILITY DISTRICT #1	W	12/9/2016	306866
660000	Occup Exp-Utilities-Water	95.47	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660100	Occup Exp-Utilities-Sewer	371.36	CITY OF SEDRO WOOLLEY	SW	12/9/2016	306870
660100	Occup Exp-Utilities-Sewer	371.38	CITY OF SEDRO WOOLLEY	SW	1/13/2017	307535
660100	Occup Exp-Utilities-Sewer	618.97	CITY OF SEDRO WOOLLEY	SW	12/9/2016	306870
660100	Occup Exp-Utilities-Sewer	247.76	CITY OF SEDRO WOOLLEY	SW	12/9/2016	306870
660100	Occup Exp-Utilities-Sewer	618.98	CITY OF SEDRO WOOLLEY	SW	1/13/2017	307535
660100	Occup Exp-Utilities-Sewer	247.76	CITY OF SEDRO WOOLLEY	SW	1/13/2017	307535
660100	Occup Exp-Utilities-Sewer	3,707.93	CITY OF SEDRO WOOLLEY	SW	1/13/2017	307535
660200	Occup Exp-Utilities-Electricity	52.64	PUGET SOUND ENERGY	E	1/27/2017	307807
660200	Occup Exp-Utilities-Electricity	95.65	PUGET SOUND ENERGY	E	12/30/2016	307283
660200	Occup Exp-Utilities-Electricity	56.21	PUGET SOUND ENERGY	E	1/27/2017	307807
660200	Occup Exp-Utilities-Electricity	49.66	PUGET SOUND ENERGY	E	12/30/2016	307283
660200	Occup Exp-Utilities-Electricity	46.30	PUGET SOUND ENERGY	E	12/2/2016	306730
660200	Occup Exp-Utilities-Electricity	48.79	PUGET SOUND ENERGY	E	12/2/2016	306730
660200	Occup Exp-Utilities-Electricity	113.19	PUGET SOUND ENERGY	E	1/27/2017	307807
660200	Occup Exp-Utilities-Electricity	81.10	PUGET SOUND ENERGY	E	12/2/2016	306730
660200	Occup Exp-Utilities-Electricity	52.64	PUGET SOUND ENERGY	E	12/30/2016	307283
660300	Occup Exp-Utilities-Natural Gas	97.42	CASCADE NATURAL GAS CO	GS	12/16/2016	306994
660300	Occup Exp-Utilities-Natural Gas	166.80	CASCADE NATURAL GAS CO	GS	1/13/2017	307524

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2016 TO 1/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
660301	Occup Exp-Utilities-Natural Gas-Closing Bill	26.57	CASCADE NATURAL GAS CO	GS	1/20/2017	307660
660500	Occup Exp-Utilities-Surface Water Mgmt	12.25	CITY OF SEDRO WOOLLEY	ST	1/13/2017	307535
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	1/13/2017	307535
660500	Occup Exp-Utilities-Surface Water Mgmt	30.59	CITY OF SEDRO WOOLLEY	ST	12/9/2016	306870
660500	Occup Exp-Utilities-Surface Water Mgmt	18.35	CITY OF SEDRO WOOLLEY	ST	12/9/2016	306870
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	1/13/2017	307535
660500	Occup Exp-Utilities-Surface Water Mgmt	18.36	CITY OF SEDRO WOOLLEY	ST	1/13/2017	307535
660500	Occup Exp-Utilities-Surface Water Mgmt	12.25	CITY OF SEDRO WOOLLEY	ST	12/9/2016	306870
660700	Occup Exp-Utilities-Garbage	386.61	CITY OF SEDRO WOOLLEY	GB	1/13/2017	307535
660700	Occup Exp-Utilities-Garbage	131.71	CITY OF SEDRO WOOLLEY	GB	1/13/2017	307535
660700	Occup Exp-Utilities-Garbage	137.33	CITY OF SEDRO WOOLLEY	GB	1/13/2017	307535
660700	Occup Exp-Utilities-Garbage	641.77	CITY OF SEDRO WOOLLEY	GB	1/13/2017	307535
660700	Occup Exp-Utilities-Garbage	131.71	CITY OF SEDRO WOOLLEY	GB	12/9/2016	306870
660700	Occup Exp-Utilities-Garbage	148.11	CITY OF SEDRO WOOLLEY	GB	12/9/2016	306870
660700	Occup Exp-Utilities-Garbage	397.37	CITY OF SEDRO WOOLLEY	GB	12/9/2016	306870
	TOTAL CEDAR GROVE	14,973.14				
HILLSVIEW						
170000	Work-In-Process	54,719.47	AXIS ROOF AND GUTTER INC	HILLSVIEW ROOFING	1/6/2017	307442
200200	Contract Retentions	(2,735.98)	AXIS ROOF AND GUTTER INC	HILLSVIEW ROOFING	1/6/2017	307442
411101	Computer Equip-Software	19.90	SOFTWAREONE INC	COMPUTER SUPPLIES	12/30/2016	307316
411101	Computer Equip-Software	25.79	HYLAND SOFTWARE, INC	REPORTING DASHBOARDS	12/9/2016	306881
411102	Computer Equip-Hardware Maint	5.60	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/2/2016	306681
411103	Computer Equip-Software Maint	30.50	HYLAND SOFTWARE, INC	MAINT 2/1/17-1/31/18	1/13/2017	307547
411103	Computer Equip-Software Maint	6.02	HYLAND SOFTWARE, INC	REPORTING DASHBOARDS	12/9/2016	306881
411200	Equip-Maint	0.16	KONICA MINOLTA BUS	LEASE	1/13/2017	307495
411901	Equip-Other-Leased/Rented	2.56	NEOPOST USA INC	LEASE	12/16/2016	307022
420000	Professional Services-Legal	75.00	MONTGOMERY PURDUE BLANKINSHIP	LEGAL SVCS	12/2/2016	306667
420101	Professional Services-Auditing	558.00	STATE AUDITOR S OFFICE	AUDIT PERIOD 15-15	12/30/2016	307221
420903	Professional Services-Web Services	2,250.00	LIONHEART UNION LLC	WEBSITE DESIGN	12/30/2016	307303
420908	Professional Services-Computers	0.54	HYLAND SOFTWARE, INC	DATABASE SVCS	12/9/2016	306881
420908	Professional Services-Computers	5.50	CDW/COMPUTER CENTERS INC	COMPUTER SUPPLIES	12/16/2016	306946
421904	Admin Contracts- Cloud Recovery Services	11.56	NET2VAULT LLC	MANAGED VAULTING	12/9/2016	306901
421904	Admin Contracts- Cloud Recovery Services	10.80	NET2VAULT LLC	MANAGED VAULTING	1/13/2017	307577
440100	Travel-Non-training Related-Local-Mileage	142.56	JEFF SEVERSON	5/6-11/25/16 MILEAGE	1/20/2017	307689
440100	Travel-Non-training Related-Local-Mileage	0.47	VANESSA OWEN	9/14-12/22/16 MILEAGE	1/13/2017	307559
440100	Travel-Non-training Related-Local-Mileage	107.79	KIMBERLY SAYAVONG	11/16-12/29/16 MILEAGE	1/13/2017	307555
440100	Travel-Non-training Related-Local-Mileage	1.24	MARSHA PREMEL	11/3-28/16 MILEAGE	12/9/2016	306887
450002	Comms-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	MONTHLY CHARGE	12/9/2016	306838
450002	Comms-Phones Lines-Service-Digital Voice	0.30	911 ETC INC	MONTHLY CHARGE	1/13/2017	307499

SEDRO-WOOLLEY HOUSING AUTHORITY
Accounts Payable Report
12/01/2016 TO 1/31/2017

Account No.	Major Account Description	Amount	Vendor Name	Voucher Description	Date	Check Number
450100	Comms-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	1/13/2017	307536
450100	Comms-Long Distance Charges	5.95	IMPACT TELECOM INC	MONTHLY CHGS	12/9/2016	306871
452000	Comms-Advertising	163.22	SKAGIT VALLEY PUBLISHING	SEDRO HOUSING	1/27/2017	307736
491000	Admin Exp-Criminal/Background Checks	29.88	WASHINGTON STATE PATROL	BACKGROUND CHECKS	1/6/2017	307357
491000	Admin Exp-Criminal/Background Checks	28.01	NATIONAL CREDIT REPORTING	CREDIT CHECK	12/9/2016	306833
491000	Admin Exp-Criminal/Background Checks	22.68	WASHINGTON STATE PATROL	BACKGROUND CHECKS	12/2/2016	306683
491000	Admin Exp-Criminal/Background Checks	15.34	NATIONAL CREDIT REPORTING	CREDIT CHECK	1/20/2017	307634
493000	Other Admin Exp-Postage	28.35	MAIL ADVERTISING BUREAU INC	NOVEMBER 2016 STATEMENTS	12/16/2016	306936
493000	Other Admin Exp-Postage	15.15	HASLER TOTAL FUNDS	POSTAGE	1/13/2017	307520
493000	Other Admin Exp-Postage	15.05	HASLER TOTAL FUNDS	POSTAGE	12/16/2016	306993
493000	Other Admin Exp-Postage	28.22	MAIL ADVERTISING BUREAU INC	DEC 2016 STATEMENTS	1/13/2017	307456
493100	Other Admin Exp-Mail Handling	20.10	MAIL ADVERTISING BUREAU INC	NOVEMBER 2016 STATEMENTS	12/16/2016	306936
493100	Other Admin Exp-Mail Handling	8.66	MAIL ADVERTISING BUREAU INC	DEC 2016 STATEMENTS	1/13/2017	307456
495000	Other Admin Exp-General Liability Insurance	14.26	CRITICAL INFORMATICS INC	FOCUSED SECURITY ASSESSMENT	1/6/2017	307446
520104	Social Service Contracts-Interpretation	3.46	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/22/2016	307090
520104	Social Service Contracts-Interpretation	0.24	LANGUAGE LINE SERVICES, INC	INTERPRETATION	1/27/2017	307737
520104	Social Service Contracts-Interpretation	8.40	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/2/2016	306675
520104	Social Service Contracts-Interpretation	0.56	LANGUAGE LINE SERVICES, INC	INTERPRETATION	12/9/2016	306813
620007	Occup Exp-Maint Contracts-Elevator	195.00	OLYMPIC ELEVATOR COMPANY	DEC 2016 MAINT	1/6/2017	Commerce payment
620007	Occup Exp-Maint Contracts-Elevator	195.00	OLYMPIC ELEVATOR COMPANY	NOV 2016 MAINT	1/6/2017	Commerce payment
620011	Occup Exp-Maint Contracts-Fire/Safety	339.21	SIMPLEXGRINNELL LP	SVC CALL	1/13/2017	307451
620013	Occup Exp-Maint Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	NOV 2016 LANDSCAPE MAINT SVC	12/16/2016	307013
620013	Occup Exp-Maint Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	OCT 2016 LANDSCAPE	12/2/2016	306749
620013	Occup Exp-Maint Yard/Garden/Landscaping	2,126.31	SOUND LANDSCAPE SERVICES	DEC 2016 LANDSCAPE MAINT	1/13/2017	307546
640008	Occup Exp-Maint Projects-Electrical	6,579.64	COMMERCIAL ENTRY SYSTEMS INC	SYSTEM	12/30/2016	307245
640034	Occup Exp-Maint Projects-Structural	22,841.80	PUGET PAVING & CONST INC	HILLSVIEW SMOKING SHELTER	1/13/2017	307516
660000	Occup Exp-Utilities-Water	1,457.84	PUBLIC UTILITY DISTRICT #1	W	1/20/2017	307665
660100	Occup Exp-Utilities-Sewer	3,707.92	CITY OF SEDRO WOOLLEY	SW	12/9/2016	306870
660200	Occup Exp-Utilities-Electricity	2,093.17	PUGET SOUND ENERGY	E	1/27/2017	307807
660200	Occup Exp-Utilities-Electricity	1,461.18	PUGET SOUND ENERGY	E	12/30/2016	307283
660200	Occup Exp-Utilities-Electricity	934.36	PUGET SOUND ENERGY	E	12/2/2016	306730
660500	Occup Exp-Utilities-Surface Water Mgmt	183.27	CITY OF SEDRO WOOLLEY	ST	12/9/2016	306870
660700	Occup Exp-Utilities-Garbage	652.53	CITY OF SEDRO WOOLLEY	GB	12/9/2016	306870
	TOTAL HILLSVIEW	102,671.41				
	TOTAL SEDRO WOOLLEY	117,644.55				

T
A
B

N
U
M
B
E
R

3



SEDRO-WOOLLEY HOUSING AUTHORITY

Date: February 16, 2017

To: Board of Commissioners

From: Connie Davis, Deputy Executive Director

Subject: **Resolution No. 455:** A Resolution of the Housing Authority of the City of Sedro-Woolley authorizing an Interlocal Cooperative Purchasing Agreement for Consulting Services related to Renewal and Expansion of an Energy Performance Contract

Executive Summary:

Resolution No. 455 allows the Housing Authority of the City of Sedro Woolley (SWHA) to enter into an interlocal agreement with the King County Housing Authority (KCHA) for purposes of piggy backing on KCHA's procurement of Johnson Controls, Inc. (JCI). JCI, in turn, will assist SWHA in the extension of its existing Energy Performance Contract and its possible self-implementation of a second EPC.

Background:

In 2005, the Sedro-Woolley Housing Authority (SWHA) entered into an Energy Performance Contract (EPC) that allowed it to participate in a Housing and Urban Development (HUD)-designed incentive program. The EPC is an innovative financing technique that uses cost savings from reduced energy consumption to repay the cost of installing energy conservation measures. This technique allows building users to achieve energy savings without upfront capital outlays. Projected energy savings are monetized and used to pay the debt service from debt incurred upfront to pay for the cost of improvements and installation.

Under a self-implemented EPC, which was managed by KCHA under its management agreement with SWHA, the Authority installed Energy Conservation Measures (ECMs) in its two public housing developments and was able to use the savings generated from the ECMs over the contract term of 12 years to cover the installation costs, which were financed by a third party. SWHA has used the savings above and beyond the cost of the EPC project to support its public housing operations. These savings have been instrumental in building SWHA's operating reserves and maintaining its properties. In 2015, the project generated over \$58 thousand in water, sewer, electric and gas incentives at the properties.

Resolution No. 455 KCHA Interlocal Cooperative Purchasing Agreement
February 16, 2017 SWHA Board Meeting
Page 2 of 2

For at least some of the HUD incentives, 2017 marks the end of the initial 12-year EPC period; however, HUD will permit SWHA to extend the EPC for an additional 8 years, subject to completion of an independent energy audit that confirms that savings continue to be generated. Note that, without this extension, SWHA would face a loss of operating subsidy of at least \$58 thousand over each of the next eight years. In addition, SWHA will be able to explore opportunities to expand the project by installing new conservation measures which can deliver additional incentives through 2037.

Although both KCHA and SWHA contracted with Siemens, Inc. for the initial EPC in 2005, KCHA elected to use Johnson Controls, Inc. (JCI) for the second phase of its EPC by contracting with JCI through an interagency agreement with the Washington State Department of Enterprise Services (DES). This approach has allowed KCHA to save significant administrative time procuring and contracting with an energy services partner; the process meets both HUD and SWHA's procurement standards. JCI has an impressive record of working with many housing authorities across the country on their EPCs including Tampa and Atlanta. KCHA has been highly satisfied with the work performed by them to date.

In summer of 2015, JCI completed an Investment Grade Audit (IGA) of the SWHA portfolio when it audited KCHA. That audit demonstrated sufficient continued savings at the Hillsvie and Cedar Grove sites and identified opportunities to install additional ECMs there. As next steps, JCI will prepare a new EPC application for submission to HUD and explore possible project financing. Time is of the essence because an extension application may need to be submitted to HUD by June 30 for a portion of the EPC incentives in order to have them renewed by year end.

SWHA is able to use an Interlocal Cooperative Purchasing Agreement with KCHA in order to efficiently retain the services of JCI and avail itself of the benefits of an EPC extension and expansion.

As operating manager of SWHA, KCHA will provide the Board with a full overview of the Energy Performance Contract process and a proposal for extension and expansion at the next board meeting in April.

Staff Recommendation:

Approval of Resolution No. 455 is recommended.

INTERLOCAL COOPERATIVE PURCHASING AGREEMENT

Pursuant to Chapter 39.34 of the Revised Code of Washington State, the Housing Authority of the City of Sedro-Woolley (SWHA) and the Housing Authority of the County of King (KCHA) hereby agree to the terms of this Interlocal Cooperative Purchasing Agreement for the use of the solicitation process in obtaining energy performance contract (EPC) consulting services with Johnson Controls Inc. (JCI) for the purposes of self-implementing an EPC.. The following terms and conditions are applicable to this Agreement:

1. Each party has agreed that KCHA has followed the HUD procurement process at 24 CFR 85.36 and KCHA's Procurement Policy in obtaining energy performance contract services with JCI.
2. Each party has agreed that KCHA's decision to contract with JCI is without prejudice and meets applicable laws and policies.
3. Each party has agreed to enter into separate energy services proposals and contracts with JCI, with each set of documents having specific terms and agreements.
4. A party to this Agreement shall not accept responsibility for the performance of JCI contracted for by the other party as a result of this Agreement.
5. A party to this Agreement shall not be responsible for the payment of any item(s) or service(s) contracted for by the other party as a result of this Agreement.
6. This Agreement shall continue in force until cancelled in writing by either party.

IN WITNESS WHEREOF, the parties hereto have executed this Interlocal Cooperative Purchasing Agreement by having their representatives affix their signatures below.

Housing Authority of the County
of King
600 Andover Park West
Tukwila, WA 98188

Housing Authority of the City of Sedro-
Woolley.
830 Township St
Sedro-Woolley, WA 98284

Signature

Date

Stephen J. Norman
Executive Director

Signature

Date

Laurie Fellers
Chair, SWHA

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 455

**A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-
WOOLLEY AUTHORIZING THE EXECUTIVE DIRECTOR
TO ENTER INTO AN INTERLOCAL AGREEMENT WITH
THE HOUSING AUTHORITY OF COUNTY OF KING FOR CONSULTING
SERVICES IN CONNECTION WITH AN ENERGY PERFORMANCE CONTRACT**

WHEREAS, the Housing Authority of the City of Sedro-Woolley (SWHA) seeks to secure consulting services for an energy performance contract (an EPC); and

WHEREAS, the Housing Authority of the County of King (KCHA) has followed the HUD procurement process, 24 CFR 85.36 and KCHA's procurement policy in procuring EPC consulting services from Johnson Controls, Inc. (JCI) under a Master Energy Services Agreement dated June 16, 2015; and

WHEREAS, SWHA wishes to use the services of JCI; and

WHEREAS, RCW Chapter 39.34 (The Interlocal Cooperation Act) permits public agencies to cooperate and exercise joint powers in carrying out their public purposes, including the purchase of goods and services; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY; THAT:

The Executive Director is hereby authorized to enter into an Interlocal Cooperative Purchasing Agreement with KCHA substantially in the form attached.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
SEDRO-WOOLLEY THIS 16TH DAY OF FEBRUARY, 2017.**

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON**

LAURIE FELLERS, Chair

Attest:

STEPHEN J. NORMAN, Secretary

T
A
B

N
U
M
B
E
R

4



SEDRO-WOOLLEY HOUSING AUTHORITY

TO: Board of Commissioners

FROM: Bill Cook, Director of Public Housing

DATE: February 16, 2017

RE: **Resolution No. 456:** Changes to the Sedro-Woolley Housing Authority's (SWHA's) Admissions and Continued Occupancy Policy (ACOP) Exhibit D - Flat Rents

As a result of HUD Notice PIH 2014-12, the Sedro-Woolley Housing Authority is required to adopt changes to the ACOP Exhibit D. These changes are required as a result of legislation adopted by Congress under the Consolidated Appropriations Act of 2014.

All Public Housing residents may choose to have their rent calculated based on their income or pay a flat rent amount based on their bedroom size. HUD's mandated changes to the flat rent program have resulted in decreases for the 1, 2, and 3 bedroom units and a slight increase to the 4 bedroom unit flat rents that residents have the option of paying. These rents are listed below:

Unit Size	Proposed Flat Rent	Energy Cost Adjustment	Net Rent Charge per month
1 Bedroom	\$582	\$52	\$530
2 Bedroom	\$766	\$102	\$664
3 Bedroom	\$1,070	\$129	\$941
4 Bedroom	\$1,226	\$146	\$1,080

Once approved, the ACOP changes and new Flat Rents will become effective for all new residents. For all current residents, revised amounts will become effective at the next annual recertification. Following HUD guidelines, for these households SWHA will ensure that any increase in rent is capped at 35 percent as they transition to the new schedule.

A Public Hearing has been scheduled to take place at 10:00 AM on February 16, 2017 in the Hillsview Community Room.

THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY

RESOLUTION NO. 456

AUTHORIZING CHANGES TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO FLAT RENTS

WHEREAS, the Public Housing Program is administered within previously adopted program guidelines known as the Public Housing Admissions and Continued Occupancy Policy (herein called the “ACOP”); and,

WHEREAS, in accordance with and as a result of legislation adopted by Congress under the Consolidated Appropriations Act of 2014 requires the SWHA to set Flat Rents amounts for the Public Housing program at **no less than** 80 percent of the Fair Market Rent (FMR) established by the Department of Housing and Urban Development (HUD) each year; and

WHEREAS, the Housing Authority Board of Commissioners scheduled and properly advertised a Public Hearing in order to receive public comment; and

WHEREAS, on February 16, 2017, the Housing Authority Board of commissioners presided over the Public Hearing for the purpose of receiving public input and comment, and

WHEREAS, the Housing Authority has reviewed and considered all such resident and public comment received, and

WHEREAS, Board approval of revised operational policies and procedures is required before KCHA can implement such changes, and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING, THAT:

- (1.) The Board of Commissioners hereby adopts the revisions to the Public Housing Admissions and Continued Occupancy Policy as attached; and
- (2.) Authorizes the Housing Authority to take the necessary steps to implement these revisions effective February 16, 2017.

ADOPTED AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SEDRO-WOOLLEY THIS 16th DAY OF FEBRUARY 2017.

**THE HOUSING AUTHORITY OF THE
CITY OF SEDRO-WOOLLEY, WASHINGTON**

Laurie Fellers, Chairwoman
Board of Commissioners

STEPHEN J. NORMAN
Secretary-Treasurer

T
A
B

N
U
M
B
E
R



SEDRO-WOOLLEY HOUSING AUTHORITY

INTEROFFICE MEMORANDUM

To: The Board of Commissioners
Date: January 30, 2017
From: Jeff Friend, Financial Reporting Manager
Subject: December 2016 Financial Report

Attached for your review is an unaudited year-end financial report as of December 31, 2016. This report shows year-end actual results, budgets and variances expressed in both dollars and percentages. The report, in a working capital format, details revenues, expenses, and other sources/uses of working capital. Working capital is defined as current assets minus current liabilities and is a metric that is used to measure the ability of an organization to meet its near-term obligations (less than one year). Each report in this format will reconcile the current period working capital to that of the prior period.

Summary: Year-end operating revenues and operating expenses are 9.3% and .1% over budget, respectively.

Operating Revenue Variances

	Variance (\$)	Variance (%)
Dwell Rent	\$ (3,422)	-1.8%
Operating Fund Subsidy	41,430	14.1%
Other Misc. Income	6,600	2400%
	\$ 44,608	9.3%

Operating Expense Variances

	\$ Var	% Var
Salaries, Wages & Benefits	\$ (4,518)	-4.6%
Occupancy Expenses	3,034	1.2%
Admin Support Expenses	2,366	2.2%
Other Misc. Expenses	(565)	-7.2%
	\$ 317	0.1%

- Green are positive variances
- Yellow are negative variances of less than 5%
- Red are negative variances greater than 5%

Operating Revenue: Operating revenues were over target primarily due to a difference in budgeted and actual operating subsidy received from HUD. The amount of subsidy requested for 2016 was greater than anticipated in the budget. The budget estimated that the Authority would receive a prorated of 83.5% while the final prorated was 90.21%. Other Miscellaneous Income was also over-target due to an unbudgeted reimbursement from KCHA for vehicle maintenance fees billed to the Authority in error in 2015.

Operating Expense: Operating Expenses finished the year on target. Salaries, Wages, and Benefits were under target due to the cost of employee medical benefits being less than anticipated in the budget. This variance was offset by the variances related to Occupancy Expenses and Admin Support Expenses.

Non-Operating Revenue and Expense: Budgeted non-operating revenue consisted of grant funds to cover the cost of four unit upgrades. However, due to a lack of unit availability, only one was performed in 2016, resulting in reduced grant draws. In addition, in an effort to bring SWHA working capital reserves into alignment with HUD guidelines, funding for the remainder of the Hillview roof project was drawn from reserves in lieu of drawing from available capital grants. All unused grant capacity will be carried over into 2017.

Working Capital: The year-end working capital balance is \$217,215; the equivalent of approximately 6 months of operating expenses.

Housing Authority of the City of Sedro-Woolley
Statements of Financial Position
For the Period Ended 12/31/2016

	<u>Cedar Grove</u>	<u>Hillsview</u>	<u>Total Authority</u>
Working Capital Assets			
Cash-Unrestricted	\$ 93,676	\$ 246,804	\$ 340,480
Accounts Receivables	1,915	3,087	5,002
Prepaid Assets & Inventory	1,639	3,666	5,305
Total Working Capital Assets	<u>97,230</u>	<u>253,557</u>	<u>350,787</u>
Liabilities Offsetting Working Capital Assets			
Accounts Payable	(9,667)	(105,363)	(115,030)
Payroll Liabilities	(1,773)	(4,541)	(6,314)
Accrued Liabilities	(4,448)	(1,818)	(6,266)
Current Portion of Long-term debt	(2,049)	(3,913)	(5,962)
Total Offsetting Liabilities	<u>(17,937)</u>	<u>(115,635)</u>	<u>(133,572)</u>
Working Capital	<u>79,293</u>	<u>137,922</u>	<u>217,215</u>
Other Assets			
Cash-Restricted	3,800	5,450	9,250
Capital Assets	450,798	1,188,259	1,639,057
Work-in-Process	-	250,638	250,638
Total Other Assets	<u>454,598</u>	<u>1,444,347</u>	<u>1,898,945</u>
TOTAL ASSETS (net of WC offsets)	<u><u>\$ 533,891</u></u>	<u><u>\$ 1,582,269</u></u>	<u><u>\$ 2,116,160</u></u>
LIABILITIES & EQUITY			
Other Liabilities			
Deferrals-Related to Restr Cash	\$ 3,800	\$ 5,450	\$ 9,250
Debt	545	1,037	1,582
	<u>4,345</u>	<u>6,487</u>	<u>10,832</u>
Equity			
Equity	529,546	1,575,782	2,105,328
	<u>529,546</u>	<u>1,575,782</u>	<u>2,105,328</u>
TOTAL LIAB & EQ (net of curr liab)	<u><u>\$ 533,891</u></u>	<u><u>\$ 1,582,269</u></u>	<u><u>\$ 2,116,160</u></u>

**Housing Authority of the City of Sedro-Woolley
Working Capital Budget vs. Actual Report
For the Period Ended 12/31/2016**

	Actuals Through 12/31/2016	Budget Through 12/31/2016	YTD Variance	(n/m= not meaningful) Percent YTD Variance	2016 Annual Budget	Remainder to Receive/ Spend	(n/m= not meaningful) Percent of Annual Budget
Revenues							
Tenant Revenue	\$ 182,168	\$ 185,590	\$ (3,422)	(1.8%)	\$ 185,590	\$ 3,422	98.2%
Operating Fund Subsidy from HUD	335,232	293,802	41,430	14.1%	293,802	(41,430)	114.1% (1)
Section 8 Subsidy from HUD	0	0	0	n/m	0	0	n/m
Other Operating Revenue	6,875	275	6,600	2400.0%	275	(6,600)	2500.0% (2)
Non-operating Revenue	66,339	206,241	(139,902)	(67.8%)	206,241	139,902	32.2% (3)
Total Revenues	590,614	685,908	(95,294)	(13.9%)	685,908	95,294	86.1%
Expenses							
Salaries & Benefits	93,442	97,960	(4,518)	(4.6%)	97,960	4,518	95.4%
Routine Maintenance, Utilities, Taxes & Insurance	246,386	243,352	3,034	1.2%	243,352	(3,034)	101.2%
Direct Social Service Salaries & Benefits	0	0	0	n/m	0	0	n/m
Other Social Service Support Expenses & HAP	7,285	7,850	(565)	(7.2%)	7,850	565	92.8%
Administrative Support Expenses	109,962	107,596	2,366	2.2%	107,596	(2,366)	102.2%
Non-operating Expenses	1,946	425	1,521	357.9%	425	(1,521)	457.9%
Total Expenses	459,021	457,183	1,838	0.4%	457,183	(1,838)	100.4%
Net Income	131,593	228,725	(97,132)	(42.5%)	228,725	97,132	57.5%
Other Sources/(Uses) of Working Capital							
(Increase) in Restricted/Designated Cash	0	0	0	n/m	0	0	n/m
Decrease in Restricted/Designated Cash	100	0	100	n/m	0	(100)	n/m
(Increase) in LT Receivables	0	0	0	n/m	0	0	n/m
Decrease in LT Receivables	0	0	0	n/m	0	0	n/m
Acquisition of Capital Assets	(233,631)	(245,581)	11,950	(4.9%)	(245,581)	(11,950)	95.1% (4)
Disposition of Capital Assets	0	0	0	n/m	0	0	n/m
Change in Suspense	0	0	0	n/m	0	0	n/m
Change in Other Assets	0	0	0	n/m	0	0	n/m
Change in Other Deferrals	(100)	0	(100)	n/m	0	100	n/m
Increase in LT Debt	0	0	0	n/m	0	0	n/m
(Decrease) in LT Debt	(5,692)	(6,444)	752	(11.7%)	(6,444)	(752)	88.3%
Total Other Sources/(Uses) of Working Capital	(239,322)	(252,025)	12,703	(5.0%)	(252,025)	(12,703)	95.0%
Net Change in Working Capital	\$ (107,729)	\$ (23,300)	\$ (84,429)	362.4%	\$ (23,300)	\$ 84,429	462.4%
Working Capital, 12/31/2015	324,943						
Working Capital, 12/31/2016	\$ 217,215						

- 1) Public Housing subsidy was higher than target due to the budget assuming a prorated of 83.5% while the final prorated was 90.21%.
- 2) Due to adjustment of vehicle maintenance and management fee overcharged in 2015.
- 3) The Hillsview roofing project was budgeted to be financed from CFP grant draws instead project costs were financed through working capital reserves.
- 4) Four unit upgrades were budgeted but only one unit had been completed in 2016. Upgrades are dependent upon unit availability. The Hillsview roofing project was underbudgeted as the budget was created before cost information was available. The key scan/monitoring system was installed for an amount less than anticipated in the budget.

T
A
B

N
U
M
B
E
R

6

SEDRO-WOOLLEY HOUSING AUTHORITY
Housing Management Report

December 2016 and January 2017

Vacancy Report

	Vacates	Housings	Completed Upgrades
Hillsview	1	0	0
Cedar Grove	0	0	0

Average Unit Turnover Rates for Hillsview

There is one vacant unit at Hillsview, currently being upgraded. The previous tenant had passed away.

Current Applications of Wait List as of February 1, 2017

Hillsview	Applicants Claiming Preference	Eld/Dis Claiming Preference	Non-Preference Applicants	Total
1 Bedroom	79	59	47	126

Cedar Grove	Preference	Non-Preference	Total
2 Bedrooms	74	14	88
3 Bedrooms	33	2	35
4 Bedrooms	5	1	6
Total	112	17	129

Preference Definitions:

1. Rent burden – person is paying more than 50% of income in rent
2. Family lives in substandard housing - homeless or condition of unit substandard
3. Involuntary displacement – disaster, government action, housing owner action, domestic violence, etc.

Work Orders

	Routine	Inspection	Emergency	Vacate	RA	Total
Hillsview	37	18	0	0	0	55
Cedar Grove I	1	1	0	0	0	2
Cedar Grove II	4	0	0	0	0	4
Cedar Grove III	5	1	0	0	0	6
Total	47	20	0	0	0	67

Resident Functions

The annual holiday luncheon was held at Hillsview on December 15 2016.

Staffing

We are 100% staffed in Sedro-Woolley.

SEDRO-WOOLLEY HOUSING AUTHORITY

Housing Management Report

Previous Meeting Concerns

There is no keyscan access and ADA opener to the building door by the smoking shelter. Our small projects team is looking into the costs of installing one.

Resident Issues.

There have been complaints of mold and air quality in two resident units – one at Hillsvie and one at Cedar Grove. We are currently working with a vendor to schedule to test and sample the units.